



CHIEF TRANSIT SYSTEM DEVELOPMENT OFFICER

JC: 000050
PB: 13
FLSA: Exempt

BU: 95 (NR)
Created: March 2011
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages, through subordinate managers and supervisors, all activities and operations of the Office of System Development or Extensions including extension construction projects, contract administration, project finance and administration, new vehicles, systems integration, all other capital program areas, and any other work of the Office; serves in a leadership capacity to coordinate and manage assigned activities within the Office, as well as with other executive staff, departments and outside agencies; provides highly responsible management support to the Deputy General Manager or Assistant General Manager, Design and Construction, including participation in strategic and policy analysis; performs related duties as assigned.

CLASS CHARACTERISTICS

This is a chief officer level classification is responsible for providing direction and managing directing a broad variety of systemwide planning and/or design and construction projects and programs including extension construction projects, contract administration, project finance and administration, new vehicles, systems integration, all other capital program areas. Positions at this level provide direction to line operations for staff and contractors who are responsible for the delivery of services and ensure implementation of programs, policies and standard operating procedures to improve service quality, review and provide management oversight of the performance of the functional areas within the various departments. This classification is distinguished from Assistant General Manager or Deputy General Manager in the latter assumes overall responsibility for the strategic direction, operations and activities of the either the Design and Construction Department or districtwide projects and initiatives.

REPORTS TO

General Manager, Assistant General Manager, Design and Construction or designee.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

1. Plans, directs, manages and oversees all portfolio of projects and policies, including staff and consultants, and advance items for Executive staff and Board decision making related to districtwide design and construction or planning programs and projects including Strategic Planning (extensions), Station Area Planning, Customer Access, Sustainability (energy) and Real Estate.

2. Manages Capital portfolio of large-sized capital programs, extension construction projects, contract administration, project finance and administration, systems integration, strategic planning, real estate and property development.
3. Provides overall coordination and management on behalf of the Assistant General Manager, PD&C assigned services and activities; participate in the development of policies and procedures.
4. Ensures quality customer service to the public, stakeholders, and other BART departments.
5. Participates in the development and implementation of executive office and assigned service area goals, objectives, policies and priorities.
6. Establishes, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
7. Oversees, through senior management staff, the delivery of services for the Office of System Development or Extensions; work with key staff to identify and resolve problems.
8. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
9. Oversees and manages assigned projects including setting policies, goals and objectives and determining priorities to meet those objectives.
10. Oversees the work of consultants on extension projects; determine scope of project; evaluate project changes and estimated costs; authorize expenditures and payments to consultants.
11. Oversees and coordinates consultant contract administration; resolve disputes with construction contractors and negotiate major change orders.
12. Participates in the selection and evaluation of assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implement discipline and termination procedures.
13. Participates in the development and administration of the budget for assigned programs; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
14. Justifies and defends assigned programs, policies and activities; negotiates and resolve sensitive and controversial issues.
15. Represents the Office to other executive staff, departments, elected officials and outside agencies.
16. Coordinates assigned activities with those of other departments and outside agencies and organizations.

17. Provides staff assistance to the Assistant General Manager, Design and Construction or Deputy General Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive, public rail transportation system and development program.
- Operations of a comprehensive multi-disciplined design, construction or planning program and projects
- Principles and practices of civil, electrical, and mechanical engineering
- Principles and practices in architectural design
- Principles and practices of policy development and administration
- Principles and practices of construction contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Principles and practices of transit system maintenance
- Principles of project scheduling and management
- Principles and practices of submitting engineering plans and drawings for approval
- Principles of preventive maintenance planning
- Principles relating to safety of fleet and maintenance activities
- Current office procedures, methods, and equipment including computers
- Related Federal, State and local laws, codes and regulations

Skill in:

- Participating in the management of a comprehensive public rail transportation system new development program including the structures and systems engineering, construction, financial and administrative program areas
- Participating in the development of executive office and assigned departmental goals, objectives and procedures
- Analyzing and assessing programs, policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Overseeing and managing assigned transit construction and extensions projects
- Administering contractor and consultant contracts
- Articulating and defending staff position and evaluate Board member suggestions

Chief Transit System Development Officer

Page 4

- Collaborating and negotiating with internal and external partners, and stakeholders, and consultants / contractors
- Preparing clear and concise administrative and financial reports
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Engineering, Planning or closely related field from an accredited college or university.

Experience:

Seven (7) years of (full-time) professional verifiable experience in engineering, project management or related experience which must have included at least two (2) years of management responsibility.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0160 – Transportation Managers

Safety Sensitive: No